

FIG. 1

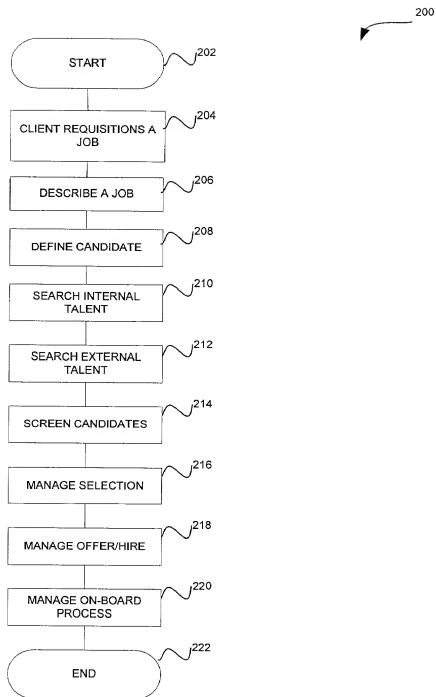


FIG. 2

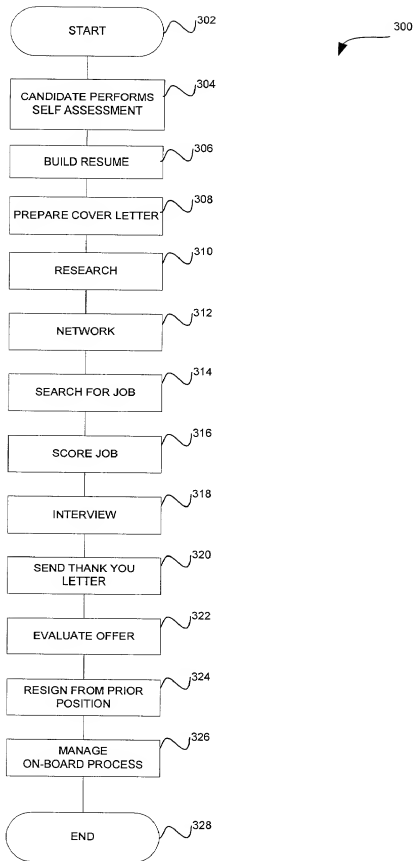


FIG. 3

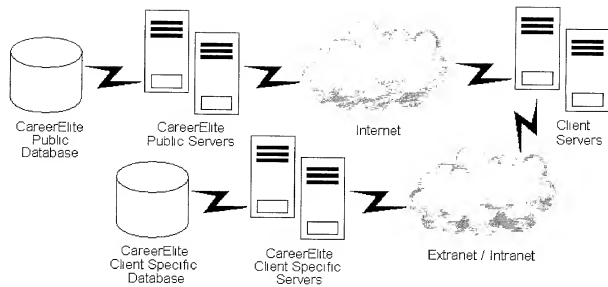


FIG. 5



Prioritize job qualities:

The following factors should help you clarify your job search by prioritizing what is most important to you. They are separated into two categories: compensation factors such as salary and benefits, and subjective factors such as geographic location and career development. Please choose a number from 1-12 or 1-9 in the drop down box next to each factor. It will be helpful to your job search if you can order the factors, assigning each number to only one factor.

Compensation Factors

- 9 Base Salary
- 2 Expected Bonus/Commission
- 3 Company Car/Car Allowance
- 4 Stock Options - Estimated Worth
- 5 Retirement Plan - Yearly Investment from Company
- 6 Child Care Assistance
- 7 Other Compensation
- 8 Gross Signing Bonus
- 1 Health Insurance

Prioritize

Subjective Factors

- 12 Desired Geographic Location
- 2 Job Level
- 3 Size of Company
- 4 Career Path Potential
- 5 Travel Requirements
- 6 Quality of Direct Manager
- 7 Quality of Management Team
- 8 Level Autonomy
- 9 Is the company forward thinking?
- 10 Vacation Time
- 11 Relocation Package
- 1 Quality and Reputation of Company

Prioritize

Continue to Step 2: [Assessment Tool](#)

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FIG. 6

	Current Job	Ideal Job			
Financial Compensation					
Base Salary	\$100000	\$0	\$120000	\$0	\$0
Expected Bonus or Commission	\$0	\$0	\$0	\$0	\$0
Gross Signing Bonus	\$0	\$0	\$0	\$0	\$0
Company Car or Car Allowance	\$0	\$0	\$0	\$0	\$0
Child Care Assistance	\$0	\$0	\$0	\$0	\$0
Retirement Plan - Yearly investment from company	\$0	\$0	\$0	\$0	\$0
Stock Options - Estimated worth	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0
Health Insurance	Minimal	Extensive	Extensive	Extensive	Extensive
Total Compensation	\$0	\$0	\$0	\$0	\$0
SMITHSONIAN INSTITUTION					
Quality and Reputation of Company	Medium	High	High	High	High
Job Level	Current	Step Up	Step Up	Step Up	Step Up
Company Size	Large	Large	Large	Large	Large
Career Path Potential	High	High	High	High	High
Travel Requirements	0-25%	0-25%	0-25%	0-25%	0-25%
Quality Direct Manager	High	High	High	High	High
Quality Management Team	High	High	High	High	High
Level of Autonomy	High	High	High	High	High
Is the company forward thinking?	Yes	Yes	Yes	Yes	Yes
Vacation Time	1 week	1 week	1 week	1 week	1 week
Relocation Package	Full	Full	Full	Full	Full
Geographic Location	Desirable	Desirable	Desirable	Desirable	Desirable

FIG. 7

step 3

define
ideal
candidate



Use this form to help determine some of the important qualities of your ideal candidate and get a customized interview guide! You can also print this page out using your browser's Print button, or right-click your mouse and select "Print" from the drop down menu.

Basic Qualifications

Education:

Years of Relevant Experience:

Industry Background:

Previous Desirable Employers:

Current Job Level:

Geographic:

"Leadership" Needs

	Very Important	Important	Less Important
Lead Change:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Develop the Organization:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Utilizes Data / Fact-Based:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Sees the Big Picture / Thinks Like a General Manager:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Consistently Delivers Results:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Specific Skill Needs

	Very Important	Important	Less Important
Creativity:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Communication Skills:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Initiative / Follow Through:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Process Oriented:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

FIG. 8

Interview Guide

Leadership

Lead Change

"Tell me about a time your job responsibilities within an organization changed dramatically, and the role you played in embracing that change."

SITUATION	<div></div>	<div></div>
ACTION	<div></div>	<div></div>
RESULT	<div></div>	<div></div>

☐ More Experience Needed ☐ Demonstrated Skill ☐ Strength

"Tell me about a time you identified the need for a step change in an organizational process, and what you did to drive that change."

SITUATION	<div></div>	<div></div>
ACTION	<div></div>	<div></div>
RESULT	<div></div>	<div></div>

☐ More Experience Needed ☐ Demonstrated Skill ☐ Strength

"Tell me about a time you participated on a task force to drive change within your organization, and what your role was in driving that change."

SITUATION	<div></div>	<div></div>
ACTION	<div></div>	<div></div>
RESULT	<div></div>	<div></div>

☐ More Experience Needed ☐ Demonstrated Skill ☐ Strength

Develop the Organization

"Tell me about the last direct report you promoted, and what your role was in that person's development."

SITUATION	<div></div>	<div></div>
ACTION	<div></div>	<div></div>
RESULT	<div></div>	<div></div>

☐ More Experience Needed ☐ Demonstrated Skill ☐ Strength

"Tell me about your role in recruiting and / or training people in your organization."

SITUATION	<div></div>	<div></div>
ACTION	<div></div>	<div></div>

FIG. 9

All of the jobs you apply for through CareerElite will appear automatically on this tracker, but you can also enter other jobs to help manage your entire job search. We have provided five blank lines for that purpose. To print out this page, right-click your mouse and select "Print" from the drop-down menu.



Date Added	Company Name	Job Title	Contact Name	Contact Info	Resume Submitted	Date Applied
11/27/2000	JOY.COM	Human resources *Required			<input checked="" type="checkbox"/>	11/27/2000
11/27/2000	DCCA.COM	sales and marketing *Required			<input checked="" type="checkbox"/>	11/27/2000
12/05/2000	IKEY	Director of HR Benefits *Required			<input checked="" type="checkbox"/>	12/05/2000
06/28/2001		*Required			<input type="checkbox"/>	
06/28/2001		*Required			<input type="checkbox"/>	
06/28/2001		*Required			<input type="checkbox"/>	
06/28/2001		*Required			<input type="checkbox"/>	
06/28/2001		*Required			<input type="checkbox"/>	
06/28/2001		*Required			<input type="checkbox"/>	
Finished						

You're more than halfway through the process! Keep going to find out how to interview effectively and make a smooth transition to your new job.

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FIG. 10

Job Search

Resume Builder

Job Scorecard

step 6

search

More Search Information

Search the job postings using saved search criteria.

Saved Searches: -- Please Select --

Search

View Briefcase

Industry: Consumer Products - Food Service

Function: Sales - Direct

Position: Area V.P. Sales

Descriptions and Similar Titles

Geographic Location

To select more than one option, hold down the Ctrl key while you make your selection

City: All Cities

AK - Anchorage

AK - Fairbanks

State: All States

Alaska

Alabama

Region: All Regions

Central

Northeast

Min Salary: Irrelevant

Save Search Criteria

Name your search:

Email me future postings that match this criteria.

Search

Reset Form

View Briefcase

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FIG. 11